



**TOWN OF LAKE PARK
HISTORIC PRESERVATION BOARD
MEETING MINUTES
JULY 7, 2014**

CALL TO ORDER

The Historic Preservation Board Meeting was called to order by Chair Judith Thomas at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Judith Thomas, Chair	Present
Erich Von Unruh, Vice-Chair	Present
Michele Dubois	Present
Martin Schneider	Excused
Ludie Francois	Present

Also in attendance were Thomas Baird, Town Attorney; Nadia DiTommaso, Community Development Director; Debbie Abraham, Town Planner, and Kimberly Rowley, Recording Secretary.

APPROVAL OF AGENDA

Chair Thomas requested a motion for approval of the Agenda as submitted. Vice-Chair Von Unruh made a motion for approval and the motion was seconded by Board Member Dubois. The vote was as follows:

	Aye	Nay
Judith Thomas	X	
Erich Von Unruh	X	
Ludie Francois	X	
Michele Dubois	X	

The Motion carried 4-0 and the Agenda was unanimously approved as submitted.

APPROVAL OF MINUTES

Chair Thomas asked for a motion to approve the August 2, 2010, Historic Preservation Board Meeting Minutes as submitted. Vice-Chair Von Unruh asked the Town Attorney if there might be a problem with approving the minutes since the current Board Members were not present at the August 2, 2010, Historic Preservation Board Meeting. The Town Attorney responded that the Board is legally permitted to vote on the minutes even though they were not present at the

meeting. Vice-Chair Von Unruh made a motion for approval and the motion was seconded by Board Member Francois. The vote was as follows:

	Aye	Nay
Judith Thomas	X	
Erich Von Unruh	X	
Ludie Francois	X	
Michele Dubois	X	

The Motion carried 4-0, and the Minutes of the August 2, 2010, Historic Preservation Board Meeting were unanimously approved as submitted.

PUBLIC COMMENTS

Chair Thomas explained the Public Comment procedure.

ORDER OF BUSINESS

Chair Thomas outlined the Order of Business.

NEW BUSINESS

A. AN APPLICATION FOR A SPECIAL CERTIFICATE OF APPROPRIATENESS FOR THE REPLACEMENT OF DOORS AND WINDOWS OF A TWO-STORY HISTORICALLY DESIGNATED HOME LOCATED AT 114 BAYBERRY DRIVE. APPLICANT: DEBORAH WILLIAMS

Community Development Director Nadia DiTommaso addressed the Historic Preservation Board and stated that this is a simple procedural matter whereby all locally historically designated properties require approval from the Historic Preservation Board (HPB) when any exterior structural modifications are proposed, which is the case of this *Special Certificate of Appropriateness* for 114 Bayberry Drive. Ms. DiTommaso informed the Board that 114 Bayberry Drive, which is currently owned by Ms. Deborah Williams, was built in 1924, modified in the 1970's, and historically designated in 1999. Ms. DiTommaso stated that Ms. Williams is proposing to replace the existing non-impact windows and doors with impact windows and doors in order to render the windows and doors more wind resistant.

Ms. DiTommaso explained the criteria used to assess this type of window and door replacement is derived from the Florida Secretary of the Interior's Standards for Rehabilitation for Historic Properties, and the relevant Section for windows and doors replacement was included within the agenda packets. She further explained that when 114 Bayberry Drive was historically designated in the year 1999, it was done so under the Mediterranean Revival Architecture, with a specific notation indicating that the original windows had already been replaced, and therefore were not

contributing factors to the designation. Ms. DiTommaso explained that the Secretary of the Interior's Standards for Rehabilitation sets forth guidelines for windows and doors, as follows:

Windows

The criterion outlined in the Secretary of the Interior's Standards for Rehabilitation guidelines are geared to protect and maintain the historic appearance as much as possible. The guidelines for window replacement emphasizes the importance of installing windows that retain window furnishings, such as trim and moldings.

Doors

The criterion outlined in the Secretary of the Interior's Standards for Rehabilitation guidelines for replacing doors places emphasis on protecting and maintaining the materials and decorative features that comprise the entrances as a whole.

Ms. DiTommaso provided a visual presentation of the existing single and double French doors and windows, alongside the proposed single and double French doors and windows. She stated the French doors and windows will be customized to the existing frames and molding, and the existing trim will remain, in line with the guidelines.

STAFF RECOMMENDATION

Ms. DiTommaso stated Staff is recommending approval of the replacement of the windows and doors as they will remain consistent with the Mediterranean Revival Architecture, and are consistent with the guidelines of the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. Ms. DiTommaso stated that the Applicant is present.

APPLICANT PRESENTATION

Deborah Williams, Applicant and property owner of 114 Bayberry Drive, addressed the Board and stated that her Representative, a Contractor from The Home Depot, is present and will answer any questions from the Board. Stephen Blehl, a sales representative from Home Depot, addressed the Board and gave a brief history of Home Depot's experience in window and door replacement, and specifically in dealing with numerous historic preservation boards and historic homes. Mr. Blehl stated that Ms. Williams purpose is not only looking for impact resistance, but is looking to alleviate some issues which resulted from the improper installation of the last set of windows which were not properly sealed and resulted in water coming inside the home. He further stated that they will not be doing anything structural in nature and that the windows and doors will be sized to the exact openings and will be properly installed to Code. Mr. Blehl stated that the existing wooden trim molding will be re-used and the exact look will be maintained.

BOARD MEMBER DISCUSSION

There were no comments or questions from Vice-Chair Von Unruh, Board Member Dubois or Board Member Francois. Chair Thomas asked the Applicant how long she has owned the home and if the purpose of the window and door replacement is to weatherize the home. Mrs. Williams stated she purchased the home in August 2013 and her desire is to weatherize and make the home more energy efficient, while maintaining the integrity of the building. Mrs. Williams stated there has been some water damage as a result of the previous windows being improperly installed. Chair Thomas asked if the customized double French doors located upstairs above the front door will be replaced with impact resistant doors. Mr. Blehl stated that due to the narrow opening, the door which is currently there will be replaced with an impact resistant single French door. Mr. Blehl explained that the character of the door will remain the same and explained the Home Depot procedure for installation utilizing sub-contractors.

HISTORIC PRESERVATION BOARD RECOMMENDATION

Chair Thomas asked for a motion of approval for the Special Certificate of Appropriateness for 114 Bayberry Drive. Vice-Chair Von Unruh made a motion for approval, and the motion was seconded by Board Member Dubois. The vote was as follows:

	Aye	Nay
Judith Thomas	X	
Erich Von Unruh	X	
Ludie Francois	X	
Michele Dubois	X	

The Motion carried 4-0, and the Special Certificate of Appropriateness for 114 Bayberry Drive was unanimously approved.

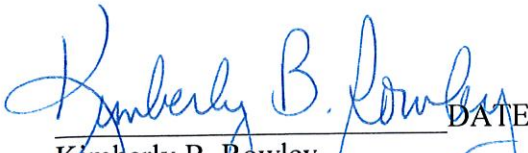
COMMUNITY DEVELOPMENT DIRECTOR COMMENTS

Ms. DiTommaso stated that beginning with tonight's meeting all future meetings of the Planning & Zoning Board/Historic Preservation Board will begin at 7:00 p.m. Additionally, Ms. DiTommaso announced that the September Planning & Zoning Board Meeting, if necessary, will be held as a Special Call Planning & Zoning Board Meeting on September 4, 2014, at 7:00 p.m., due to the Labor Day holiday.


ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned by Chair Thomas at 7:20 p.m.

Respectfully Submitted,

 DATE: 7/10/14
Kimberly B. Rowley
Planning & Zoning Board Recording Secretary

HISTORIC PRESERVATION BOARD APPROVAL:

 DATE: 5/4/15
Judith Thomas, Chair
Town of Lake Park Historic Preservation Board